

THE HONORABLE BARBARA J. ROTHSTEIN

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON
AT SEATTLE

JAMES GRIGSBY, an individual,

Plaintiff,

v.

THE YOUNG MEN'S CHRISTIAN
ASSOCIATION OF GREATER SEATTLE, a
Washington corporation; "DOE(S) 1-100,"
employees of THE YOUNG MEN'S
CHRISTIAN ASSOCIATION OF GREATER
SEATTLE; and "CORPORATION(S) XYZ 1-
100,"

Defendants.

No. 2:22-cv-01243-BJR

STIPULATED PROTECTIVE ORDER

Submitted: March 8, 2023

1. PURPOSES AND LIMITATIONS

Discovery in this action is likely to involve production of confidential, proprietary, or private information for which special protection may be warranted. Accordingly, the parties hereby stipulate to and petition the court to enter the following Stipulated Protective Order. The parties acknowledge that this agreement is consistent with LCR 26(c). It does not confer blanket protection on all disclosures or responses to discovery, the protection it affords from public disclosure and use extends only to the limited information or items that are entitled to confidential treatment under the applicable legal principles, and it does not presumptively entitle parties to file confidential information under seal.

1 **2. "CONFIDENTIAL" MATERIAL**

2 "Confidential" material shall include the following documents and tangible things
3 produced or otherwise exchanged:

4 (a) medical records and bills, and other healthcare records and information
5 pertaining to any party or non-party that would be subject to HIPAA (Health Insurance
6 Portability and Accountability Act of 1996) if in possession of a covered entity;

7 (b) the parties' financial, banking, tax, or business information not subject to
8 public disclosure, including payroll records and other records such as a party or non-party's
9 bank account, tax records, and financial information reflecting wealth or earnings;

10 (c) employee files and records pertaining to any party or non-party including
11 materials containing or including employee names, dates of birth, addresses, and other
12 personally identifiable information, employee leave requests and related communications,
13 employee accommodations requests and related communications, proprietary or
14 confidential training materials and related records, and documents and communications
15 detailing Defendant's recruitment and hiring strategies and procedures;

16 (d) documents and communications detailing Defendant's data protection
17 policies and procedures; and

18 (e) information otherwise provided protection from disclosure under law.

19 **3. SCOPE**

20 The protections conferred by this agreement cover not only confidential material (as
21 defined above), but also (1) any information copied or extracted from confidential material; (2)
22 all copies, excerpts, summaries, or compilations of confidential material; and (3) any testimony,
23 conversations, or presentations by parties or their counsel that might reveal confidential material.

24 However, the protections conferred by this agreement do not cover information that is in
25 the public domain or becomes part of the public domain through trial or otherwise.

26 **4. ACCESS TO AND USE OF CONFIDENTIAL MATERIAL**

27

1 4.1 Basic Principles. A receiving party may use confidential material that is disclosed
 2 or produced by another party or by a non-party in connection with this case only for prosecuting,
 3 defending, or attempting to settle this litigation. Confidential material may be disclosed only to
 4 the categories of persons and under the conditions described in this agreement. Confidential
 5 material must be stored and maintained by a receiving party at a location and in a secure manner
 6 that ensures that access is limited to the persons authorized under this agreement.

7 4.2 Disclosure of “CONFIDENTIAL” Information or Items. Unless otherwise
 8 ordered by the court or permitted in writing by the designating party, a receiving party may
 9 disclose any confidential material only to:

10 (a) the receiving party’s counsel of record in this action, as well as employees
 11 of counsel to whom it is reasonably necessary to disclose the information for this
 12 litigation;

13 (b) the officers, directors, and employees (including in house counsel) of the
 14 receiving party to whom disclosure is reasonably necessary for this litigation, unless the
 15 parties agree that a particular document or material produced is for Attorney’s Eyes Only
 16 and is so designated;

17 (c) experts and consultants to whom disclosure is reasonably necessary for
 18 this litigation and who have signed the “Acknowledgment and Agreement to Be Bound”
 19 (Exhibit A);

20 (d) the court, court personnel, and court reporters and their staff;

21 (e) copy or imaging services retained by counsel to assist in the duplication of
 22 confidential material, provided that counsel for the party retaining the copy or imaging
 23 service instructs the service not to disclose any confidential material to third parties and
 24 to immediately return all originals and copies of any confidential material;

25 (f) during their depositions, witnesses in the action to whom disclosure is
 26 reasonably necessary and who have signed the “Acknowledgment and Agreement to Be
 27 Bound” (Exhibit A), unless otherwise agreed by the designating party or ordered by the

1 court. Pages of transcribed deposition testimony or exhibits to depositions that reveal
 2 confidential material must be separately bound by the court reporter and may not be
 3 disclosed to anyone except as permitted under this agreement;

4 (g) the author or recipient of a document containing the information or a
 5 custodian or other person who otherwise possessed or knew the information.

6 4.3 Filing Confidential Material. Before filing confidential material or discussing or
 7 referencing such material in court filings, the filing party shall confer with the designating party,
 8 in accordance with Local Civil Rule 5(g)(3)(A), to determine whether the designating party will
 9 remove the confidential designation, whether the document can be redacted, or whether a motion
 10 to seal or stipulation and proposed order is warranted. During the meet and confer process, the
 11 designating party must identify the basis for sealing the specific confidential information at issue,
 12 and the filing party shall include this basis in its motion to seal, along with any objection to
 13 sealing the information at issue. Local Civil Rule 5(g) sets forth the procedures that must be
 14 followed and the standards that will be applied when a party seeks permission from the court to
 15 file material under seal. A party who seeks to maintain the confidentiality of its information
 16 must satisfy the requirements of Local Civil Rule 5(g)(3)(B), even if it is not the party filing the
 17 motion to seal. Failure to satisfy this requirement will result in the motion to seal being denied,
 18 in accordance with the strong presumption of public access to the Court's files.

19 **5. DESIGNATING PROTECTED MATERIAL**

20 5.1 Exercise of Restraint and Care in Designating Material for Protection. Each party
 21 or non-party that designates information or items for protection under this agreement must take
 22 care to limit any such designation to specific material that qualifies under the appropriate
 23 standards. The designating party must designate for protection only those parts of material,
 24 documents, items, or oral or written communications that qualify, so that other portions of the
 25 material, documents, items, or communications for which protection is not warranted are not
 26 swept unjustifiably within the ambit of this agreement.
 27

Mass, indiscriminate, or routinized designations are prohibited. Designations that are shown to be clearly unjustified or that have been made for an improper purpose (*e.g.*, to unnecessarily encumber or delay the case development process or to impose unnecessary expenses and burdens on other parties) expose the designating party to sanctions.

If it comes to a designating party's attention that information or items that it designated for protection do not qualify for protection, the designating party must promptly notify all other parties that it is withdrawing the mistaken designation.

5.2 Manner and Timing of Designations. Except as otherwise provided in this agreement (see, *e.g.*, second paragraph of section 5.2(b) below), or as otherwise stipulated or ordered, disclosure or discovery material that qualifies for protection under this agreement must be clearly so designated before or when the material is disclosed or produced.

(a) Information in documentary form: (*e.g.*, paper or electronic documents and deposition exhibits, but excluding transcripts of depositions or other pretrial or trial proceedings), the designating party must affix the word "CONFIDENTIAL" to each page that contains confidential material. If only a portion or portions of the material on a page qualifies for protection, the producing party also must clearly identify the protected portion(s) (*e.g.*, by making appropriate markings in the margins).

(b) Testimony given in deposition or in other pretrial proceedings: the parties and any participating non-parties must identify on the record, during the deposition or other pretrial proceeding, all protected testimony, without prejudice to their right to so designate other testimony after reviewing the transcript. Any party or non-party may, within fifteen days after receiving the transcript of the deposition or other pretrial proceeding, designate portions of the transcript, or exhibits thereto, as confidential. If a party or non-party desires to protect confidential information at trial, the issue should be addressed during the pre-trial conference.

(c) Other tangible items: the producing party must affix in a prominent place on the exterior of the container or containers in which the information or item is stored

1 the word “CONFIDENTIAL.” If only a portion or portions of the information or item
 2 warrant protection, the producing party, to the extent practicable, shall identify the
 3 protected portion(s).

4 5.3 Inadvertent Failures to Designate. An inadvertent failure to designate qualified
 5 information or items does not, standing alone, waive the designating party’s right to secure
 6 protection under this agreement for such material. Upon timely correction of a designation, the
 7 receiving party must make reasonable efforts to ensure that the material is treated in accordance
 8 with the provisions of this agreement.

9 **6. CHALLENGING CONFIDENTIALITY DESIGNATIONS**

10 6.1 Timing of Challenges. Any party or non-party may challenge a designation of
 11 confidentiality at any time. Unless a prompt challenge to a designating party’s confidentiality
 12 designation is necessary to avoid foreseeable, substantial unfairness, unnecessary economic
 13 burdens, or a significant disruption or delay of the litigation, a party does not waive its right to
 14 challenge a confidentiality designation by electing not to mount a challenge promptly after the
 15 original designation is disclosed.

16 6.2 Meet and Confer. The parties must make every attempt to resolve any dispute
 17 regarding confidential designations without court involvement. Any motion regarding
 18 confidential designations or for a protective order must include a certification, in the motion or in
 19 a declaration or affidavit, that the movant has engaged in a good faith meet and confer
 20 conference with other affected parties in an effort to resolve the dispute without court action. The
 21 certification must list the date, manner, and participants to the conference. A good faith effort to
 22 confer requires a face-to-face meeting or a telephone conference.

23 6.3 Judicial Intervention. If the parties cannot resolve a challenge without court
 24 intervention, the designating party may file and serve a motion to retain confidentiality under
 25 Local Civil Rule 7 (and in compliance with Local Civil Rule 5(g), if applicable). The burden of
 26 persuasion in any such motion shall be on the designating party. Frivolous challenges, and those
 27 made for an improper purpose (*e.g.*, to harass or impose unnecessary expenses and burdens on

other parties) may expose the challenging party to sanctions. All parties shall continue to maintain the material in question as confidential until the court rules on the challenge.

7. PROTECTED MATERIAL SUBPOENAED OR ORDERED PRODUCED IN OTHER LITIGATION

If a party is served with a subpoena or a court order issued in other litigation that compels disclosure of any information or items designated in this action as “CONFIDENTIAL,” that party must:

(a) promptly notify the designating party in writing and include a copy of the subpoena or court order;

(b) promptly notify in writing the party who caused the subpoena or order to issue in the other litigation that some or all of the material covered by the subpoena or order is subject to this agreement. Such notification shall include a copy of this agreement; and

(c) cooperate with respect to all reasonable procedures sought to be pursued by the designating party whose confidential material may be affected.

8. UNAUTHORIZED DISCLOSURE OF PROTECTED MATERIAL

If a receiving party learns that, by inadvertence or otherwise, it has disclosed confidential material to any person or in any circumstance not authorized under this agreement, the receiving party must immediately (a) notify in writing the designating party of the unauthorized disclosures, (b) use its best efforts to retrieve all unauthorized copies of the protected material, (c) inform the person or persons to whom unauthorized disclosures were made of all the terms of this agreement, and (d) request that such person or persons execute the “Acknowledgment and Agreement to Be Bound” that is attached hereto as Exhibit A.

9. INADVERTENT PRODUCTION OF PRIVILEGED OR OTHERWISE PROTECTED MATERIAL

When a producing party gives notice to receiving parties that certain inadvertently produced material is subject to a claim of privilege or other protection, the obligations of the

receiving parties are those set forth in Federal Rule of Civil Procedure 26(b)(5)(B). This provision is not intended to modify whatever procedure may be established in an e-discovery order or agreement that provides for production without prior privilege review. The parties agree to the entry of a non-waiver order under Fed. R. Evid. 502(d) as set forth herein.

10. NON TERMINATION AND RETURN OF DOCUMENTS

Within 60 days after the termination of this action, including all appeals, each receiving party must return all confidential material to the producing party, including all copies, extracts and summaries thereof. Alternatively, the parties may agree upon appropriate methods of destruction.

Notwithstanding this provision, counsel are entitled to retain one archival copy of all documents filed with the court, trial, deposition, and hearing transcripts, correspondence, deposition and trial exhibits, expert reports, attorney work product, and consultant and expert work product, even if such materials contain confidential material.

The confidentiality obligations imposed by this agreement shall remain in effect until a designating party agrees otherwise in writing or a court orders otherwise.

IT IS SO STIPULATED, THROUGH COUNSEL OF RECORD.

DATED: March 8, 2023.

Stipulated:

AKW LAW, P.C.

Attorney for Plaintiff James Grigsby

Signed per email authorization received on 3/7/23

By /s/ Ada K. Wong

Ada K. Wong, WSBA #45936

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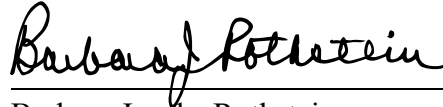
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1 PURSUANT TO STIPULATION, IT IS SO ORDERED.

2 IT IS FURTHER ORDERED that pursuant to Fed. R. Evid. 502(d), the production of any
3 documents in this proceeding shall not, for the purposes of this proceeding or any other federal
4 or state proceeding, constitute a waiver by the producing party of any privilege applicable to
5 those documents, including the attorney-client privilege, attorney work-product protection, or
6 any other privilege or protection recognized by law.

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8 DATED this 10th day of March, 2023.

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12 Barbara Jacobs Rothstein
13 U.S. District Court Judge
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EXHIBIT A

ACKNOWLEDGMENT AND AGREEMENT TO BE BOUND

I, _____ [print or type full name], of
_____ [print or type full address], declare under penalty of
perjury that I have read in its entirety and understand the Stipulated Protective Order that was
issued by the United States District Court for the Western District of Washington on
_____ [date] in the case of *James Grigsby v. The Young Men's Christian*
Association of Greater Seattle, et al., Case No. 2:22-cv-01243-BJR. I agree to comply with and
to be bound by all the terms of this Stipulated Protective Order and I understand and
acknowledge that failure to so comply could expose me to sanctions and punishment in the
nature of contempt. I solemnly promise that I will not disclose in any manner any information or
item that is subject to this Stipulated Protective Order to any person or entity except in strict
compliance with the provisions of this Order.

I further agree to submit to the jurisdiction of the United States District Court for the
Western District of Washington for the purpose of enforcing the terms of this Stipulated
Protective Order, even if such enforcement proceedings occur after termination of this action.

Date: _____

City and State where sworn and signed: _____

Printed name: _____

Signature: _____